



Kern County Sheriff's Office
Policies and Procedures

TITLE: SHERIFF'S PROGRAMS		NO: J-600	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: November 10, 1990	REVIEWED: 06/01/2018	REVISED: 03/01/2007	UPDATED: 06/01/2018

POLICY

From time to time, members of the Sheriff's Office (including volunteer members) receive public requests to present various types of programs or presentations. It is the goal of the Kern County Sheriff's Office to accommodate such requests and to ensure that such presentations are properly conducted by qualified personnel.

Any member of the Sheriff's Office, when asked by any individual or organization to provide a program or presentation as a representative of the Kern County Sheriff's Office, or any of its official affiliates, shall not present the requested program until such time as the request has been reviewed and approved in accordance with the procedures set forth herein.

Public Presentations

All program presentations require the advance approval of the Sheriff-Coroner, Undersheriff, a Chief Deputy, Commander, Lieutenant, Sergeant, or supervisor. It is their responsibility to evaluate a request and, if approval is granted, to assign the appropriate presenter. If a specific member of the Sheriff's Office is requested to present a program, the person approving the request will ensure that the requested presenter possesses the knowledge or expertise to properly conduct the presentation. If it is determined that the requested presenter lacks the requisite knowledge or expertise, an appropriate presenter will be selected and the requesting party will be notified of such.

A Chief Deputy, Commander, Lieutenant, Sergeant, or supervisor shall only approve requests for those employees under their command.

- Requests for presentations on the street gang phenomenon shall be approved with caution. Presenters should have received training in this sensitive area.

Programs requested of and conducted by the Sheriff-Coroner, Undersheriff, a Chief Deputy, or any unit whose function includes such programs are exempt from this policy.

- Sheriff's Office equipment, materials, or supplies are to be used only for approved programs or presentations.

Public Relations Affairs and Events

All public relations affairs and events for the Sheriff's Office will be coordinated through the Crime Prevention Unit. Authority, control, and responsibility for these types of activities (i.e., law enforcement community affairs, expositions, open houses, etc.) will be assumed by the Crime Prevention Coordinator.

PROCEDURE

Any member receiving a request for a program or presentation will:

- Complete a "Request for Sheriff's Program" form;
- Forward the request to the appropriate supervisor, Sergeant, Lieutenant, Commander, Chief Deputy, Undersheriff, or Sheriff-Coroner.

The appropriate supervisor, Sergeant, Lieutenant, Commander, Chief Deputy, Undersheriff, or Sheriff-Coroner will:

- Approve the request and assign personnel accordingly, or;
- Deny the request and notify the person making the request;
- Send one copy of an approved request to the assigned presenter so they are aware of their assignment.

NOTE: Copies of the "Request for Sheriff's Program" are available through the Crime Prevention Unit or in the Sheriff's Office Policy and Procedures Manual. The form can be duplicated as needed.

Coordination of Public Relations Fairs and Special Events

Upon receiving a request for an event that entails the participation of several groups or special units of the Sheriff's Office, the Crime Prevention Coordinator will fill out a "Sheriff's Request for Program" for each of the units requested, have them approved by Administration and then ensure that copies are sent to the various division commanders. The division commanders will review the requests and determine the availability of resources to fulfill the request. The division commanders will give a copy of the form to the presenter or participant assigned to the event, and return a copy of the "Sheriff's Request for Program" form to the Crime Prevention Coordinator as approved or disapproved. The division commander will identify the person that has been assigned to the event, and the contact person within their division (if different than the presenter) will be noted.

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